



Comhairle nan Eilean Siar

Employment Package

Salary: £27,761 - £28,938 per annum

Distant Islands Allowance: £2,997 per annum

Weekly Working Hours: 37

Duration: Temporary

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

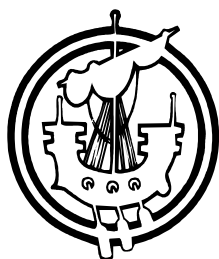


Senior Library Assistant, Stornoway Library

Job Purpose

To assist senior staff in delivering a library and information service with particular responsibility for customer services at Stornoway Library.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Senior Library Assistant	Job Number:	11227
Department:	Education & Children's Services	Grade:	D
Location:	Stornoway Library	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Senior Librarian		

Job Purpose

To assist senior staff in delivering a library and information service with particular responsibility for customer services at Stornoway Library.

Senior Library Assistant

Duties

1. Responsible for the daily operation of frontline services at Stornoway Library, including desk rotas, relief staffing and absence reporting as required.
2. Overall responsibility for monitoring the effective working of all library equipment and ensuring the tidiness and overall appearance of the library.
3. Assist the Team Leader and the Support Services Librarian, in the development and implementation of new and revised clerical procedures for the library and ensure procedures are followed.
4. Provide a frontline library and information service to users, adult and children; including the issuing and returning of library materials, reservations, facilitating computer bookings and providing assistance and guidance as needed.
5. Ensure the effective delivery of inter library loans and request service.
6. Be the main point of contact for online and written enquiries for the library service and assist with local and family history and other information enquiries as needed.
7. Assist in the delivery of library activities, including supervision of People's Network computers and partnership activities (e.g. adult learning, group visits etc) as required.
8. Assist the Support Services Librarian with stock selection and management as required.
9. To assist in the collection of performance indicators as required including for CIPFA and for the Council Performance Management System to deadlines.
10. Manage the library area and monitor and report building faults, security and health & safety issues.
11. Be a key-holder for the library building.
11. Support the on-going operation of the Library Management System
12. Assist with the implementation of service-wide developments in-line with service needs as required.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Senior Library Assistant

POST NUMBER: 11227

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	A good understanding of the role of a library and information service and how it operates	D1	Knowledge of local area and interest in local and family history
	E2	A keen interest in books and reading		
	E3	Wide general knowledge		
Skills and Abilities	E4	Excellent verbal communication and interpersonal skills		
	E5	Ability to work effectively as part of team and on own initiative		
	E6	Excellent organisational skills and ability to work to a high level of accuracy		
	E7	Excellent interpersonal skills and ability to deliver a high-quality level of customer service		
	E8	Ability to manage and prioritise a varied workload and deliver to deadlines		
	E9	Ability to use judgement as to when to raise an issue or refer a problem to a senior member of staff		
Education/Experience	E10	Good general education	D2	Experience of working with groups; either adults or children/young people CILIP (ACILIP) Certification
	E11	Experience of working with a range of IT programmes and software	D3	
	E12	Proven experience of working within a library and information environment		
Other Factors	E13	Flexible and tolerant approach to work and ability to work well under pressure	D4	Knowledge of Gaelic and/or commitment to learning the language.
	E14	Irregular hours working, including evenings and Saturdays as required.		
	E14	Reasonable level of physical fitness required to perform lifting and carrying duties		